



# The Gazette of Meghalaya

## PUBLISHED BY AUTHORITY

No. 5

Shillong, Thursday, February 4, 2021

15<sup>th</sup> Magha, 1942 (S. E.)

*Separate paging is given on this part in order that it may be filed as a separate compilation.*

### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 19<sup>th</sup> January, 2021.

**No.FOR.17/2013/488.** - In accordance with the provisions of Section 36 C of the Wild Life (Protection) Act, 1972 (as amended upto 2006), the Governor of Meghalaya is pleased to declare the Sien Rajj Forest of Sein Rajj Shnong Mutong, East Jaintia Hills District, as a Community Reserve to be known as the "Ka Khloo Khylllem Shrieh Khloo Thangbru Community Reserve" with immediate effect as per the schedule of boundaries indicated below:-

#### Schedule of Boundaries:-

**North:** Northern boundary starts from Point No. 1 at N 25° 21'57.900" E 92°14'34.500" then it proceeds Eastward upto the paddy field of Smti. Mika Kyndait at Point No. 2 at N 25° 21'57.911" E 92°14'36.370" then it proceeds further East Ward till it reaches the parking area of Moopun at Point No. 3 at N 25°21'58.089" E 92°14'38.813". From point No. 3, the boundary proceeds North ward along the parking area of Moopun upto Point No. 4 at N 25° 21'59.336" E 92°14'39.320" then it proceeds in North Eastern direction along the Kacha Cham Cham Road upto Point No. 5 at N 25°22'00.000" E 92°14'39.996". From point No. 5, the boundary proceeds North Western acrosses the Kacha Cham Cham Road and Umjhai Stream till it reaches Point No. 6 at N 25°22'01.604" E 92°14'39.546". From Point No. 6, the boundary proceeds in South Eastern direction along the Umjhai Stream till it reaches boundary of the Paddy field of Smti. Salon Phawa at Point No. 7 at N 25°22'00.912" E 92°14'41.362". From point No. 7, the boundary proceeds South ward along the Umjhai Stream upto Point No. 8 at N 25°21'59.809" E 92°14'41.280" then it proceeds further South ward along the boundary of the paddy field of Smti. Salon Phawa and then proceeds further South ward along the Umjhai Stream till it reaches point No. 9 at N 25°21'58.404" E 92°14'40.814". From Point No. 9, the boundary proceeds along the Umjhai Stream running along the boundary of the paddy field of Smti. Salan Phawa till it reaches Point No. 10 at N 25°21'57.350" E 92°14'40.779". From Point No. 10, the boundary proceeds West ward along the Umjhai Stream upto Point No. 11 at N 25°21'56.974" E 92°14'43.150".

**East:** Eastern boundary starts from Point No. Hat N 25°21'56.974" E 92°14'43.150" and proceeds in South Western direction along the Umjhai Stream upto Point No. 12 at N 25°21' 56.586" E 92°14' 42.870". From Point No. 12, the Boundary crosses the Umjhai Stream and proceeds in South Eastern direction

along the boundary of a Paddy field of one Smti. Dupni Dkhar till it reaches Point No. 13 at N 25°21'55.659" E 92°14'43.981" and then it proceeds further in South Eastern direction till it reaches Point No. 14 at N 25°21'54.839" E 92°14'44.559". From the point No.14 the boundary proceeds South ward along the boundary of the Paddy field of Smti. Dupni Dkhar till it reaches Point No. 15 at N 25°21'54.028" E 92°14'44.486". From point No. 15, the boundary proceeds East ward along the boundary of the Paddy field of Smti. Dupni Dkhar and Shri Helping Phawa till it reaches Point No. 16 at N 25°21'53.529" E 92°14'47.446". From Point No. 16 the boundary proceeds South ward along the Kacha Road to Myntdu River upto Point No. 17 at N 25°21'52.600" E 92°14'47.500" then it proceeds in South Western direction along the same Kacha Road to Myntdu River till it reaches Point No.18 at N 25°21'51.906" E 92°14'46.978" then it proceeds along the same Kacha Road to Myntdu River till it reaches Point No.19 at N 25°21'51.482" E 92°14'47.225" then it proceeds Southward along the same Kacha road to Myntdu river till it reaches the paddy field of one Smti. Phiar Dkhar at point No. 20 at N 25°21'50.466" E 92°14' 47.050".

**South:** Southern boundary starts from point No. 20 at N 25°21'50.466" E 92°14'47.050" and proceeds in North Western direction till it reaches head of a small water fall formed by a stream flowing from the paddy field of Smti. Phiar Dkhar at point No. 21 at N 25°21'51.155" E 92°14' 46.264". Then it proceeds in North Western direction along the boundary of the paddy field of Smti. Phiar Dkhar till it reaches head of a small waterfall at point No. 22 at N 25°21'51.301" E 92°14' 45.806". From Point No. 22, the boundary proceeds in North Western direction along the boundary of the Land of Smti. Phiar Dkhar till it reaches Point No. 23 at N 25°21'51.851" E 92°14'45.383" then it proceeds further in North West direction along the boundary of the Land of Smti. Phiar Dkhar till it reaches Point No. 24 at N 25°21'52.459" E 92°14' 44.321". From Point No. 24, the boundary proceeds in South Western direction along the boundary of the Land of Smti. Phiar Dkhar upto Point No. 25 at N 25°21'52.500" E 92°14'44.000" and then proceeds in North Western direction along the boundary of the Land of Smti. Phiar Dkhar till it reaches paddy field of one Smti. Dupni Dkhar at point No. 26 at N 25°21'52.860" E 92°14'44.039". From Point No. 26, the boundary proceeds in North Eastern direction along the boundary of the Paddy field of Smti. Dupni Dkhar till it reaches Point No. 27 at N 25°21'53.382" E 92°14'44.499" from the point No. 27 the boundary proceeds in North Western direction along the boundary of the paddy field of Smti. Dupni Dkhar till it reaches point No. 28 at N 25°21'53.698" E 92°14'43.694" then it proceeds further in South Western direction along the boundary of the paddy field of Smti. Dupni Dkhar till it reaches point No. 29 at N 25°21'53.259" E 92°14'43.023". From Point No. 29, the boundary proceeds in South Western direction along the boundary of a Private Land of Smti. Dupni Dkhar till it reaches Point No.30 at N 25°21'53.074" E 92°14'41.927" then it proceeds further in South West direction along the boundary of the same Private Land of Smti. Dupni Dkhar till it reaches Point No. 32 at N 25°21'50.958" E 92°14' 40.506" then proceeds further in South Western direction till it reaches Point No. 33 at N 25°21'50.327" E 92°14'40.235". From Point No. 33, the boundary proceeds West ward till it reaches Khylllem Shrieh Stream at Point No. 34 at N 25°21'50.314" E 92°14'39.885" and then it proceeds South Western direction along the Khylllem Shrieh Stream till it reaches Point No. 35 at N 25°21'50.177" E 92°14'39.666". From Point No. 35, the boundary proceeds West ward along a Kacha Footpath upto Point No. 36 at N 25°21'50.251" E 92°14'38.777" and then it proceeds further west ward along the jungle footpath upto a paddy field at Point No. 37 at N 25°21'50.600" E 92°14' 38.000".

**West:** Western boundary starts from point No. 37 at N 25°21'50.600" E 92°14'38.000 and proceeds in North Eastern direction along the boundary of the Private Land of one Smti. Nil Phawa till it reaches Point No. 38 at N 25°21'50.925" E 92°14' 38.529" and then it proceeds North ward along the boundary of the same Private Land of Smti. Nil Phawa till it reaches Point No. 39 at N 25°21'51.879" E 92°14'38.804". From Point No. 39, the boundary proceeds North Western direction along the boundary of the same Private Land of Smti. Nil Phawa till it reaches Point No. 40 at N 25°21'52.402" E 92°14'38.633" and

then it proceeds further North ward along the same boundary of the same private land of Smti. Nil Phawa till it reaches Point No. 41 at N 25°21'53.600" E 92°14'38.900". From Point No. 41, the boundary proceeds in North Eastern direction along the boundary of a Private land of one Smti. Miriap Phawa till it reaches Point No. 42 at N 25°21'53.829" E 92°14'39.130" then it proceeds East ward along the boundary of the same Private land of Smti. Miriap Phawa till it reaches Point No. 43 at N 25°21'53.887" E 92°14'39.452" then it proceeds North ward along the boundary of the same Private land of Smti. Miriap Phawa till it reaches Point No. 44 at N 25°21'54.529" E 92°14'39.430". Then it proceeds in North Western direction along the boundary of the same land of Smti. Miriap Phawa till it reaches Point No. 45 at N 25°21'55.201" E 92°14'38.789" and then proceeds further in North Western direction till it reaches Point No. 46 at N 25°21'55.941" E 92°14'38.608". From Point No. 46, the boundary proceeds West ward along the boundary of the same private land of Smti. Miriap Phawa upto Point No. 47 at N 25°21'56.093" E 92°14'37.977". From Point No. 47, the boundary proceeds West ward along the boundary of the same private land of Smti. Miriap Phawa till it reaches Point No. 48 at N 25°21'56.284" E 92°14'36.788" and then proceeds further West ward along the boundary of the same private land of Smti. Miriap Phawa till it reaches point No. 50 at N 25°21'57.018" E 92°14'35.323" then it proceeds in North Western direction along the boundary of the same private land of Smti. Miriap Phawa till it reaches point No. 51 at N 25°21'57.405" E 92°14'34.665" then it proceeds in North Western direction to starting point of the Northern Boundary at point No. 1 at N 25°21'57.900" E 92°14'34.500".

**AREA:** 4.100 hac. Approximately.

**D. P. WAHLANG,**

Addl. Chief Secretary to the Govt. of Meghalaya,  
Forests & Environment Department.

The 19<sup>th</sup> January, 2021.

**No.FOR.17/2013/490.** - In accordance with the provisions of Section 36 C of the Wild Life (Protection) Act, 1972 (as amended upto 2006), the Governor of Meghalaya is pleased to declare the Clan Forest of Kur Lyngdoh Raij Raliang, West Jaintia Hills District, as a Community Reserve to be known as the "Ka Khloo Blai Langdoh Ka Kur Lyngdoh Raij Raliang Community Reserve" with immediate effect as per the schedule of boundaries indicated below:-

**Schedule of Boundaries:-**

**North:** Northern boundary starts from a point located on a Khar Um (Man-made drain) at Point No. 1 at N 25°29'49.172" E 92°23'28.916" then it proceeds in North-eastern direction along the said Khar Um (Man-made drain) till it reaches Point No. 2 at N 25°29'49.598" E 92°23'29.629" then it proceeds Eastward along the same Khar Um (Man-made drain) upto Point No. 3 at N 25°29'49.546" E 92°23'30.053". From the Point No. 3, the boundary proceeds in South-eastern direction along the boundary of the land of one Smti. Missisipi Lamare till it reaches Point No. 4 at N 25°29'49.289" E 92°23'30.373" then it proceeds in North-eastern direction along the boundary of the said land of Smti. Missisipi Lamare till it reaches Point No. 5 at N 25°29'49.361" E 92°23'30.695" then it continue to proceed further in North-eastern direction along the boundary of the same land of Smti. Missisipi Lamare till it reaches Point No. 6 at N 25°29'49.524" E 92°23'31.256". From the Point No. 6, the boundary proceeds in North-eastern direction along the boundary of the land of Smti. Missisipi Lamare

upto Point No. 7 at N 25°29'49.815" E 92°23'31.359" and then it proceeds Eastward along the boundary of the land of Smti. Missisipi Lamare upto Point No. 8 at N 25°29'49.826" E 92°23'31.567" then it continue to proceed further Eastward till it reaches a fish pond of Smti. Missisipi Lamare at Point No. 9 at N 25°29'49.900" E 92°23'31.800". From the Point No. 9, the boundary proceeds in South-eastern direction along the boundary of the said fish pond of Smti. Missisipi Lamare till it reaches Point No. 10 at N 25°29'49.673" E 92°23'31.914" then it continues to proceed further in South-eastern direction along the boundary of the said fish pond of Smti. Missisipi Lamare till it reaches Point No. 11 at N 25°29'49.498" E 92°23'32.213" and then to Point No.12 at N 25°29'49.443" E 92°23'32.396". From the Point No.12, the boundary proceeds in North-eastern direction along the boundary of the said fish pond of Smti. Missisipi Lamare till it reaches Point No.13 at N 25°29'49.844" E 92°23'33.491" then it continue to proceeds further in North-eastern direction along the boundary of the other fish ponds of Smti. Missisipi Lamare to Point No.14 at N 25°29'50.498" E 92°23'34.636" and then to Point No.15 at N 25°29'51.382" E 92°23'35.569". From the Point No. 15, the boundary proceeds in North-eastern direction along the boundary of the land of Sein Raij Raliang till it reaches Point No. 16 at N 25°29'51.781" E 92°23'35.846" then it continues to proceed further in North-eastern direction along the boundary of the said land of the Sein Raij Raliang in South-eastern till it reaches Point No.17 at N 25°29'51.942" E 92°23'36.079". From the Point No. 17, the boundary proceeds in South-eastern direction along the boundary of the said land of the Sein Raij Raliang till it reaches Point No. 18 at N 25°29'51.862" E 92°23'36.379" then it proceeds in North-eastern direction along the boundary of the said land of the Sein Raij Raliang upto Point No.19 at N 25°29'52.034" E 92°23'36.798". From the Point No. 19, the boundary proceeds Eastward along the boundary of the said land of the Sein Raij Raliang till it reaches Point No. 20 at N 25°29'52.002" E 92°23'37.000" then it proceeds in North-eastern direction till it reaches Point No. 21 at N 25°29'52.187" E 92°23'37.590" then it proceeds in South-eastern direction along the boundary of the land of one Smti. Kithok Suchiang till it reaches Point No. 22 at N 25°29'52.085" E 92°23'38.082". From the Point No. 22, the boundary proceeds Southward along the boundary of the said land of Smti. Kithok Suchiang till it reaches point No. 23 at N 25°29'51.836" E 92°23'38.136" then it proceeds in South-eastern direction along the boundary of the said land of Smti. Kithok Suchiang till it reaches Point No. 24 at N 25°29'51.728" E 92°23'38.488". From the Point No. 24, the boundary proceeds in South-eastern direction along the boundary of the land of Smti. Kithok Suchiang upto Point No. 25 at N 25°29'51.418" E 92°23'39.447" then it continues to proceed in North-eastern direction till it reaches a Luti Knia (foot path to ritual site) of Kur Lyngdoh Raij Raliang at Point No. 26 at N 25°29'51.501" E 92°23'39.801".

**East:** Eastern boundary starts from Point No. 26 at N 25°29'51.501" E 92°23'39.801" and proceeds Southward along the said Luti Knia (foot path to ritual site of Kur Lyngdoh Raij Raliang) till it reaches Point No. 27 at N 25°29'50.897" E 92°23'39.857" then to Point No. 28 at N 25°29'50.079" E 92°23'39.729" then proceed to Point No. 29 at N 25°29'49.068" E 92°23'39.498". From the Point No. 29, the boundary proceeds in South-western direction along the said Luti Knia (foot path to ritual site) of Kur Lyngdoh Raij Raliang till it reaches Point No. 30 at N 25°29'48.599" E 92°23'39.303" then it proceeds in South-eastern direction along the said Luti Knia (foot path to ritual site) of Kur Lyngdoh Raij Raliang till it reaches Point No. 31 at N 25°29'46.798" E 92°23'39.530" then it proceeds further in the South-eastern direction along the said Luti Knia (foot path to ritual site) of Kur Lyngdoh Raij Raliang till it reaches a PWD road at Point No. 32 at N 25°29'46.713" E 92°23'39.589". From the Point No. 32, the boundary proceeds in South-western direction along the said PWD road upto Point No. 33 at N 25°29'46.015" E 92°23'39.217" then it continues to proceed in South-western direction along the said PWD road till it reaches Point No. 34 at N 25°29'45.360" E 92°23'38.641" and then Point No. 35 at N 25°29'45.300" E 92°23'38.352".

**South:** Southern boundary starts from Point No. 35 at N 25°29'45.300" E 92°23'38.352" located on northern boundary of a PWD road then proceeds in North-western direction along the said PWD road to Point



No. 36 at N 25°29'45.934" E 92°23'37.865" then to Point No. 37 at N 25°29'46.614" E 92°23'36.692" and then to Point No. 38 at N 25°29'46.779" E 92°23'35.887" and then to Point No. 39 at N 25°29'47.258" E 92°23'33.648". From the Point No. 39, the boundary proceeds Westward along the said PWD road till it reaches Point No. 40 N 25°29'47.074" E 92°23'32.017" then it proceeds in South-western direction along the said PWD road to Point No. 41 at N 25°29'46.774" E 92°23'31.592" and then to point No. 42 N 25°29'46.698" E 92°23'31.215". From the Point No. 42, the boundary proceeds in North-western direction along the said PWD road to Point No. 43 at N 25°29'47.294" E 92°23'30.356" and then to Point No. 44 at N 25°29'47.601" E 92°23'30.000". From the Point No. 44, the boundary proceeds Westward along the said PWD road it reaches Point No. 45 at N 25°29'47.523" E 92°23'28.852".

**West:** Western boundary starts from Point No. 45 at N 25°29'47.523" E 92°23'28.852" then it proceeds in North-western direction along the said PWD road till it reaches Point No. 46 at N 25°29'47.956" E 92°23'28.666" then it proceeds in North-eastern direction along a Khar Um (Man-made drain) till it reaches starting point of the Northern boundary at Point No. 1 at N 25°29'49.172" E 92°23'28.916".

**AREA** : 3.51 hac. Approximately.

**D. P. WAHLANG,**

Addl. Chief Secretary to the Govt. of Meghalaya,  
Forests & Environment Department.

The 20<sup>th</sup> January, 2021.

**No.Housing.7/2019/84.** - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules regulating the method of recruitment and the conditions of service of persons appointed to the posts in the Meghalaya Housing (Subordinate) Statistical Service, namely:-

1. **Short title and commencement.**— (1) These rules may be called “The Meghalaya Housing (Subordinate) Statistical Service Rules”, 2020.  
(2) They shall come into force from the date of this notification.
2. **Definitions.** - In these rules, unless there is anything repugnant in the subject or context:-
  - (a) “Appointing Authority” means the Director of Housing in respect of the Non-Gazetted posts;
  - (b) “Commission” means the Meghalaya Public Service Commission;
  - (c) “Committee” means the Departmental Promotion Committee;
  - (d) “Director” means the Director of Housing, Meghalaya.
  - (e) “Government” means the Government of Meghalaya;
  - (f) “Governor” means the Governor of Meghalaya;
  - (g) “Member of the Service” means a person appointed or deemed to have been appointed under these rules to any posts in the Service;
  - (h) “Rules” means the Meghalaya Housing (Subordinate) Statistical Service Rules.
  - (i) “Service” means the Meghalaya Housing (Subordinate) Statistical Service constituted under these rules.
  - (j) “State” means the State of Meghalaya; and
  - (k) “Year” means the Calendar Year.
3. **Constitution of the Service.** - There shall be constituted a service to be known as the Meghalaya Housing (Subordinate) Statistical Service consisting of the following persons, namely:-
  - (1) persons appointed to different posts in the Service before the commencement of these rules.
  - (2) persons appointed to different posts in the Service in accordance with the provisions of these rules.
4. **Composition of the Service.** - (1) The Service shall consist of the following grades and posts, namely,-
  - (i) Grade—II - Assistant Research Officer.
  - (ii) Grade—III -
    - (a) Research Assistants.
    - (b) Investigators.

(2) Each of the categories of posts in clauses (i) and (ii) of sub-rule (1) shall form an independent cadre. Members of the lower cadre shall have no claim for appointment to any of the higher cadre except in accordance with the provisions made in these rules.
5. **Status.**- The status of members of the Service holding posts in Grade-II and Grade-III shall be classified as Non-Gazetted status respectively.
6. **Strength of the Service.** - (1) The strength and composition of the service shall be such as may be determined by the Governor from time to time.

(2) At the commencement of these rules, the strength of the service and posts therein shall be as shown in Schedule-I.

- 7. Method of Recruitment.** - (1) Appointment to the post of **Assistant Research Officer** shall be made by promotion from amongst the member of the service holding the next lower post from the Select list approved under Sub-rule (4) of Rule 9.

Provided that no member of the Service shall be eligible for consideration for promotion unless he has rendered not less than three years of continuous service in the lower post on the first day of the year in which the selection is made.

Provided further, that if suitable candidates are not available in the next lower post, the vacancies shall be filled up by promotion from amongst the members of the service belonging to further lower post who have rendered not less than seven years of continuous service in that post on the first day of the year in which the selection is made and included in the Select List approved under sub-rule (4) of Rule 9.

(2) The appointment to the post of **Research Assistant** shall be made in the following manner:-

- (i) 50% by direct recruitment on the result of the examination conducted by the Commission.
- (ii) 50% by promotion from amongst the members of the service holding the post of Investigator who have rendered not less than three years of continuous service as Investigator.

(3) The appointment to the post of **Investigator** in Grade III shall be made by direct recruitment on the result of the competitive examination conducted by the Commission.

- 8. Departmental Promotion Committee.** - (1) For the purpose of appointment by promotion under Rule 7, (1), 7(2)(ii) to posts carrying below pay level 15 there shall be a Departmental Promotion Committee consisting of the following members:-

1. Principal Secretary / Commissioner & Secretary/Secretary, Housing Department.	-	Chairman
2. Director of Housing.	-	Member Secretary
3. Principal Secretary / Commissioner & Secretary / Secretary/Additional Secretary, Personnel & A. R. Department or his representative.	-	Member
4. Principal Secretary / Commissioner & Secretary/Secretary, Finance Department or his representative	-	Member

(2) The Committee may invite any other person to attend its meeting if and when considered necessary.

- 9. Procedure for preparing the Select Lists.** - (1) At the beginning of each year, the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each grade of the Service during the year. To enable the Committee to prepare the Lists for promotion to those grades, the Appointing Authority shall furnish the Committee with the following documents, namely,-

- (a) A List of the members of the service drawn up in order of seniority and consisting three times the number of vacancies referred to in sub-rule (1):

Provided that such restriction shall not apply in respect to post where the total number of eligible persons is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons.

- (b) The Character Rolls and Service Records of such persons / members.
- (c) Any other document and information as may be considered necessary by the Appointing Authority or required by the Committee.
- (2) The Committee after examining the Character Rolls, Service Records and other documents in respect of all such persons, shall prepare a list based on seniority with due regard to merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The list shall be forwarded by the Committee to the Appointing Authority.
- (3) The names of persons in the list shall be placed in order of preference for promotion. In every case where a junior member is selected in preference to his seniors, the Committee shall record in writing the reasons for doing so.
- (4) For the purpose of appointment by promotion under sub-rules (1) and (ii) of sub-rule (2) of Rule 7, the Appointing Authority shall consider the list prepared by the Committee along with the Character Rolls and Service Records and other documents in respect of each person in the list and unless he considers that any change is necessary, approve the list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee, approve the said list finally with or without modification as may in his opinion to be just and proper.
- (5) The list as approved under sub-rule (4) above shall form the select list for the purpose of appointment by promotion under sub-rules (1) and (2)(ii) of Rule 7.

**10. Validity of the Select List.** - (1) The Select List shall remain in force for a period of one year unless its validity is extended with the approval of the Commission:

Provided that such an extension shall not be for a total period exceeding six months:

Provided further that in the event of any great lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of such person from the Select List. The reason(s) for doing so shall be recorded in writing.

- (2) The Committee shall meet once a year to review the Select List.

**11. Direct Recruitment:-** (1) Competitive examination for Direct Recruitment under sub-rule (2)(i) and (3) of Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the Commission from time to time determined. The date on which and the place in which the examination shall be held, shall be fixed by the Commission.

- (2) The examination shall be conducted by the Commission in accordance with such syllabus as the Appointing Authority may from time to time make in consultation with the Commission.
- (3) Of the number of vacancies to be filled up on the result of each examination, there shall be reservation in favour of candidates belonging to Scheduled Castes and Scheduled Tribes to the extent and subject to the conditions as the Government may from time to time prescribed.
- (4) On the basis of the results of the Competitive Examination, the Commission shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by such candidate and if two or more candidates obtain equal marks, the Commission shall arrange them in order of their relative merit which shall be determined in accordance with the

general suitability of the candidates for appointment to the post. The number of persons to be included in the list shall be according to the actual vacancies likely to occur during the recruitment year. The list shall be forwarded to the Appointing Authority.

- (5) The inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post and that appointment to any post in the Service is subject to availability of vacancy.

**12. Conditions of eligibility for appearing at the Competitive Examination.** - In order to be eligible to compete at the examination for direct recruitment, a candidate must satisfy the following conditions, namely:-

- (1) **Nationality** – He must be a citizen of India.
- (2) **Age** – He must have attained the age of 18 years and must not have exceeded the age of 27 years on the first day of the year in which the advertisement for the post is made:

Provided that in the case of candidate belonging to Schedule Castes and Schedule Tribes, the upper age limit will be subject to relaxation made by the Government from time to time.

- (3) **Educational Qualification** - As laid down in the Schedule-II

**13. Disqualification for appointment to the Service.**- (1) No person shall be appointed who, after such medical examination as the Government may prescribe, is not found to be in good mental or bodily health and free from any physical defect or infirmity which may render him unfit in the discharge of his duties.

- (2) No person shall be appointed to the service who had been convicted for any offence involving moral turpitude.

- (3) No person who has more than one spouse living shall be eligible for appointment to the service:

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

- (4) No person who attempts to enlist support for his candidature either directly or indirectly by any recommendation either written or oral or by any other means, shall be appointed to the Service.

**14. Appointment to the Service.** - (1) Appointment to any post in the Service under Rule 7 shall be made by the Appointing Authority.

- (2) (i) Subject to the provisions of sub-rule (3) and (5) of Rule 11, appointment shall be made from time to time in the order in which the names of candidates appear in the Merit List prepared under sub-rule (4) of Rule 11.

(ii) A person appointed by direct recruitment shall join within fifteen days from the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extend the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

- (3) Appointment under sub-rules (1) and (2)(ii) of Rule 7, shall be made in the order in which the names of candidates appear in the Select List approved by the Commission under sub-rule (4) of Rule 9.

**15. Probation.** - Every person appointed to the Service under sub-rule (2)(i) and (3) of Rule 7 shall be on probation for a period of two years:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding two years:

Provided further, that where a person appointed to the post in the Service could not be placed under probation for want of permanent vacancy, any period which he has rendered in a temporary capacity, may having regard to his performance be counted towards the period of probation.

**16. Departmental Examination and Training.** - (1) All Officers who joined the Service prior to the commencement of these Rules and who have not passed all the papers of the Departmental Examination conducted by the Commission and/or have not undergone the training prescribed from time to time shall, appear at and pass all the papers of Departmental Examination and undergo successfully such prescribed training(s).

(2) Every person appointed to the service after the commencement of these Rules shall, during the period of probation, pass the Departmental Examination conducted by the Commission and complete successfully such training as may be prescribed by the Appointing Authority.

**17. Discharge or Reversion.** - (1) Where the Appointing Authority finds that the performance of duty by any member of the Service, appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the period of probation, such member shall be liable to be reverted to his next lower post or grade.

(2) A member of the service appointed by direct recruitment shall be liable to be discharged if:-

- (a) he fails to give sufficient use of the opportunities given during the training or otherwise fails to give satisfactory performance during the period of probation: or
- (b) he fails to pass the Departmental Examination unless the Appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed: or
- (c) on any information received relating to his nationality, age, health, character and antecedents the Appointing Authority is satisfied that the probationer is in eligible or otherwise unfit for being a member of the Service.

**18. Seniority.** - (1) The *inter-se seniority* of the members of the Service in any cadre appointed before the commencement of these Rules, shall be in the order in which their names appeared in the respective lists prepared by the Commission or the Select Lists approved by the Commission.

(2) The *inter-se seniority* of the members of the Service appointed to different cadres after the commencement of these Rules shall be in the order in which their names appear in the Merit List prepared under sub-rule (4) of Rule 11 or in the Select List approved under sub-rule (4) of Rule 9:

Provided that in any cadre, a member of the Service appointed by promotion/selection shall be senior to a member appointed by direct recruitment, where such selection fall in the same year.

**19. Pay Scale.** – The scale of pay admissible to the members of the service in different posts is as shown in column – 3 of schedule – I subject to revision by the Government from time to time.

**20. Leave, Revision and other conditions of services.** – All matters generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by rules and order as are from time to time applicable to other officers of the Government of corresponding status.

**21. Confirmation.-** (1) Confirmation of a member of the Service in the cadre appointed by promotion shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) that he has served not less than one year in the post where he is to be confirmed.
- (b) that the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Reports and other relevant records);
- (c) that there is no departmental proceeding or vigilance enquiry against him; and
- (d) subject to availability of vacancy and that no Officer holds a lien on it.

(2) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions:-

- (a) that he has completed the period of probation to the satisfaction of the Appointing Authority.
- (b) that he has passed the Departmental Examination completely and has successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.
- (c) that he is considered otherwise fit by the Appointing Authority, and
- (d) subject to availability of vacancy:

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his or her confirmation shall not be held up for reasons of not successfully undergoing the said training but such persons shall, when called upon by the Appointing Authority and opportunity given successfully undergo the said training.

Provided further, that the Appointing Authority may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Departmental Examination and Training and confirm him or her in the respective cadre of the Service.

**22. Gradation List.** - There shall be prepared and published annually an upto-date Gradation List as on 1<sup>st</sup> January consisting of the names of all members of the Service, cadre-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the service and such other details relevant to the Service Career, shall be also indicated against each name.

**23. Increment.** - (1) The first increment admissible to a member of the service shall accrue on completion of one year from the date of his joining the post but subsequent increment shall be allowed only on his completion of the period of probation successfully.

- (2) Such persons referred to in sub-rule (1) of Rule 3 shall be allowed to draw increments becoming due within the period of two years from the date of commencement of these Rules but further increments shall be allowed only on their passing the Departmental Examination completely and on successful completion of the training courses prescribed.
- (3) The pay of the member of the Service on his completion of the period of probation or on passing the Departmental Examination and / or training prescribed shall be fixed at such a stage if he has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding due increments for the period prior to the date of his completion of the period of probation or passing the Departmental Examination and / or the prescribed training.
- (4) The increment admissible to a member of the Service promoted from one post to another shall accrue on the expiry of such year as admissible under the rules.

- 24. Power of the Governor to dispense with or relax any Rules.-** The Governor, if satisfied that the operation of any of the provisions of these Rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these rules for promotion to such post(s), may dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as it may considered necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.
- 25. Interpretation. -** If any question arises relating to the interpretation of these rules, the decision of the Government in the Housing Department with the approval of the Personnel & A.R. Department shall be final.
- 26. Repeal and Savings.-** All rules, orders, or notifications corresponding to and in force immediately before the commencement of these rules are hereby repealed:

Provided that all orders made or action taken under the rules, order or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

**M. N. NAMPUI,**

Commissioner & Secretary to the Government of Meghalaya,  
Housing Department.



**SCHEDULE-I****[ See Rule 6 (2) Rule 19].**

Sl. No.	Name of Post	Time Pay level	Number of post		
			Permanent	Temporary	Total
1	2	3	4	5	6
1.	Assistant Research Officer	Level-12	1		1
2.	Research Assistant	Level-11	4		4
3.	Investigator	Level-5	2		2

Commissioner & Secretary to the Government of Meghalaya,  
Housing Department, Shillong.

SCHEDULE – II  
[See Rule 12 (3)]

Sl. No.	Name of Posts	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct Recruitment			Promotion		Remarks
			Educational qualification etc. required for direct recruitment	Lower Age limit.	Upper Age limit.	Person eligible for consideration to posts mentioned in Column 2.	Qualification, experience etc.	
1	2	3	4	5	6	7	8	9
1.	Director of Housing	Borne of IAS/MCS	Does not arise	As per Govt. norm	Does not arise	Appointment shall be made from amongst the members of IAS/MCS Cadre	Civil Service Cadre	
2.	Deputy Director of Housing	100%.by promotion	Does not arise being promotion	Does not arise being promotion	Does not arise	Officer who has rendered not less than 3 years of continuous service as Assistant Director of Housing.	Not less than 3 years of continuous service as Assistant Director of Housing.	
3.	Assistant Director of Housing.	100% by promotion	Does not arise being promotion	Does not arise being promotion	Does not arise	Officer who has rendered not less than 5 years of continuous service as District Housing Officer.	Not less than 5 years of service as District Housing Officer.	
4.	Assistant Research Officer	100% by promotion	Does not arise being promotion	Does not arise	Does not arise	From amongst the members of the service holding the post of Research Assistant. Provided if suitable candidates are not available, the vacancy shall be filled up by promotion from amongst the members of the service holding the post of Investigator.	Must have rendered not less than 3 (three) years of continuous service as Research Assistant /in the absence of suitable candidates 7 (seven) years as Investigator.	
5.	Research Assistant	50% by promotion	Does not arise being promotion	Does not arise	Does not arise	From amongst the members of the service holding the post of Investigator.	Must have rendered not less than 3 (three) years of continuous service as Investigator on the first day of the year in which the selection is made.	
		50% by Direct recruitment	Must be a graduate in Arts, Science, Commerce with Mathematics, Statistics or Economics, as one of the subjects in the degree Course.	As per Government norm	As per Government norm	-	-	
6.	Investigator	100% by direct recruitment	Must have passed the HSSLC or equivalent examination with Maths, Statistics or Economics as one of the subjects.	As per Government norm	As per Government norm	-	-	

Commissioner & Secretary to the Government of Meghalaya,  
Housing Department.

The 29<sup>th</sup> January, 2021.

**No.PER(ARC)3/2012/350.** – In exercise of the powers conferred by Section 19 of the Meghalaya Right to Public Services Act, 2020 (Act No.18 of 2020), the Governor of Meghalaya is hereby pleased to make the following rules, namely;

**1. Short title and Commencement.**— (1) These rules may be called the Meghalaya Right To Public Services Rules, 2021.

(2) They shall come into force on the date of publication in the official Gazette.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires,—

- (a) “Act” means “The Meghalaya Right To Public Services Act, 2020”;
- (b) “Form” means the forms appended to these rules;
- (c) “Rule” means The Meghalaya Right To Public Services Rules, 2021;
- (d) “Scheduled” means the Scheduled appended with these Rules;
- (e) “Section” means Section of the Act; and
- (f) “State Government” means the State Government of Meghalaya.

(2) Words and expressions used, but not defined in these rules and defined in the Act, shall have the same meanings, respectively, assigned to them in the Act.

**3. Display of information on notice board and website.**— (1) Every designated officer shall display or cause to display the list of public services to be rendered by the department or office concerned including the stipulated time limit, name of Designated Officer, Appellate Authority, form and fee, if any, on the notice-board of the office and also on the website of the Government or Department or office.

(2) List of documents that are required to be enclosed with the application form or forms for receiving the service and the forms appended to these rules shall also be displayed on the notice board of its office and also on website or portal of the Government or Department or office.

**4. Extending stipulated time limit during period of election as well as natural calamities.**— The concerned administrative department, with the concurrence of the Personnel and A.R. (B) Department may, by an order, extend the stipulated time limit for citizen related services notified under sub-section (2) of Section 3 of the Act for specific period of time mentioned in the order, if necessary, during elections of local authorities, State Legislature, Parliament or in the event of natural calamities like earthquake, flood, fire or any other such natural calamity.

**5. Authorisation by Designated Officer for receiving application.**— The Designated Officer may authorise, by order, any subordinate officer or any employee (by whatever designation be called) of the Department or Office concerned to receive the applications made by the citizens to obtain any citizen related services as notified under sub-section (2) of Section 3 of the Act and issue the acknowledgment thereof to the applicant. The name of such subordinate officer or employee who is duly authorised to receive the applications shall also be displayed on the notice board or website of the Department or office.

**6. Format of application, necessary documents to be attached thereto.**—(1) Every Department or office providing citizen related services shall prepare a form of application for obtaining citizen related service in case the same is not provided under the provisions of the concerned Act, Rules, Notifications, Orders, Government Resolutions or any other Instrument.

(2) The application form shall be in English language. The list of documents to be furnished along with the Application Form should be mentioned in the form itself.

(3) The application forms shall be easily available at Departments or Offices or any other location as the Department concerned may by order notify. Copy of the said application forms shall also be made available on the website of the Department or Office which can be downloaded by the applicant.

(4) Department and offices providing citizen related services shall, as far as possible, ensure that the services can be submitted by the applicant online and delivered to the applicant online through a website or portal. Application submitted online shall also be accepted by the Designated Officer.

**7. Issue of acknowledgement to applicant.**— (1) The Designated Officer or any subordinate officer or employee of the Department or office concerned, duly authorized by the Designated Officer to receive the application, shall issue acknowledgment to the applicant.

(2) In case the application is received complete in all respects, the time limit as notified for receiving the citizen related service shall also be mentioned and the acknowledgement shall be issued as per Form I appended to this Rule.

(3) In case, any document or documents required for providing the service has not been enclosed with the application, the same shall be clearly mentioned in the acknowledgement and the stipulated time limit for providing such service shall start only from the date of production of all the required documents as per sub-section (5) of Section 5 of the Act. For incomplete applications the acknowledgement shall be issued as in Form II appended to this Rule.

(4) If the application is received manually the acknowledgement of the same shall be given manually. If the application is received through a website or online portal or any other electronic means like mobile app, the acknowledgement shall be given or through email or any other electronic means. Online acknowledgement will also be treated as acknowledgement given to the applicant.

**8. Appeal Fee.**— Any appeal to the Appellate Authority or appeal to the State Public Service Delivery Commission under the Act, shall be accompanied by a fee of rupees ten by way of cash or through online payment.

**9. Intimation of rejection of application.**—(1) In case, where the concerned Designated Officer, for valid reasons comes to the conclusion that the citizen related services cannot be provided to the applicant, the same shall be intimated to the applicant in writing with the reasons, within the stipulated time limit notified for providing the particular citizen related service.

(2) Along with the above order, the Designated Officer shall also provide to the applicant the details of the Appellate Authority, including the name, designation and the office address, along with the time period for filing the appeal.

**10. Mechanism to monitor status of application.**—(1) The Public Authority shall, as far as possible, create a mechanism for monitoring the status of applications using the unique identification number provided to the applicant.

(2) The Public Authority shall, as far as possible, create a mechanism through which timely updates on the status of application can be sent to the applicant through SMS or email or through any other means so that the person who has applied for the services will be able to monitor the status of his application.

**11. Procedure for appeal.**— (1) An appeal to the Appellate Authority under sub-section (1) of Section 6 of the Act shall be filed in Form III, either manually or online.

(2) An appeal to the State Public Service Delivery Commission under sub-section (1) of Section 7 or under sub-section (5) of Section 7 of the Act shall be filed in Form IV appended to this Rule, either manually or online.

**12. Documents to be attached with appeal.**— While filing an appeal to the Appellate Authority, or the State Public Service Delivery Commission, as the case may be, the appellant shall enclose the following documents, namely:

- (1) Self attested copy of the order passed by the Designated Officer against which the appeal is being made.
- (2) Self attested copy of the order passed by the Appellate Authority in case of appeal before the State Public Service Delivery Commission
- (3) Copies of the documents relied upon and referred to by the appellant and copies of any other documents as per Form III or Form IV appended to this Rule of the Rules as the case may be.

**13. Service of notice of hearing.**— The notice of hearing of the appeal before the Appellate Authority or the State Public Service Delivery Commission, shall be served in any of the following manners:—

- (i) by hand delivery through special messenger or process server; or
- (ii) by registered post or speed post with due acknowledgement; or
- (iii) online through email or electronic mode like SMS or Mobile App.

**14. Procedure for deciding appeal to Appellate Authority or the State Public Service Delivery Commission.**— (1) While deciding an appeal filed under sub-section (1) of Section 6 of the Act to the Appellate Authority or an appeal filed under sub-section (1) of Section 7 of the Act to the State Public Service Delivery Commission, the Appellate Authority or the State Public Service Delivery Commission may:

- (i) summon the Designated Officer and appellant at the time of hearing of Appeal;
- (ii) scrutinise the relevant documents or copies thereof;
- (iii) hear the appellant and the Designated Officer at the time of hearing of the appeal;
- (iv) call for records from the Designated Officer or the Public Authority as the case may be and if original copies are sought then the records shall be returned to the Designated Officer or Public Authority after the disposal of the appeal.

(2) In appeal filed to the Appellate Authority or to the State Public Service Delivery Commission as the case may be, the date of hearing shall be communicated to the appellant and the Designated Officer at least seven clear days in advance.

(3) If any party remains absent after due service of notice of the fixed date of hearing, then the appeal may be disposed of ex-parte or dismissed for non-appearance of party.

(4) Where circumstances exist due to which the appellant or the Designated Officer is unable to be present during the hearing, the Appellate Authority or the State Public Service Delivery Commission may provide another chance to the appellant or the Designated Officer to be heard before passing any order.

(5) While computing the stipulated time period for deciding the appeal as prescribed in sub-section (3) of Section 6 of the Act or in sub-section (4) of Section 7 of the Act, public holidays shall not be counted.

(6) The Appellate Authority or the State Public Service Delivery Commission may decide to also hear the appeals through the use of virtual video conferencing facilities.

**15. Order in appeal to Appellate Authority or State Public Service Delivery Commission.**—(1) The order passed by the Appellate Authority or the State Public Service Delivery Commission on an appeal from an appellant, shall be in writing.

(2) Copy of the order in appeal shall be given to the appellant who has filed the appeal, the Designated Officer and the Public Authority, as the case may be free of charge:

Provided that in all cases decided by the State Public Service Delivery Commission, a copy of the order shall also be given to the Appellate Authority.

**16. Maintenance of register of cases under Act.**— The register of cases shall be maintained by the Designated Officer, the Appellate Authority and the State Public Service Delivery Commission, either manually or in electronic form, the format given in Form V appended to this Rule, which may be modified, from time to time, by the State Government, through a notification published in the Official Gazette.

**17. Strength and composition of the Officers and Staff of the State Public Service Delivery Commission.**  
— (1) As per sub-section (1) of Section 11 of the Act, the officers and employees of the State Public Service Delivery Commission shall consist of such number of posts as may be determined by the State Government from time to time.

(2) The officers and employees shall be placed with the State Public Service Delivery Commission on either partial or full deputation from the State Government, as may be determined by the State Government.

(2) At the commencement of these rules, the number of posts and the pay levels, shall be as specified in Schedule-I appended to these rules.

**18. Directions by State Government.**— Subject to the provisions of the Act and these Rules, the State Government may issue directions for effective implementation of the Act.

**Form I**

[See sub-rule (2) of Rule 7]

**Acknowledgement for Complete Application**

From:

.....

.....

..... (The Designated Officer / Authorised Officer with full office address, email and other contact details)

To:

.....

.....

..... (Name and address of the applicant)

Email:

Mobile:

Ref: Your application dated ..... for  
Name of the Service .....

I hereby acknowledge your application referred above.

The Unique Identification Number for the Application is \_\_\_\_\_.

The application along with all the documents have been submitted complete in all aspects and the time limit notified for providing such service is \_\_\_\_\_ days from the date of issue of this acknowledgement form.

Place :

Date :

Yours sincerely,

(Designated Officer / Authorised Officer)  
(Office Seal)

**Form II**

[See sub-rule (3) of Rule 7]

**Acknowledgement for Incomplete Application**

From:

.....

.....

..... (The Designated Officer / Authorised Officer with full office address, email and other contact details)

To:

.....

.....

..... (Name and address of the applicant)

Email:

Mobile:

Ref: Your application dated ..... for  
Name of the Service .....

The following defects in the application may be rectified, urgently:  
(Specify defects, if any)

(1) .....

(2) .....

(3) .....

The following required documents may please be submitted immediately: -

(1) .....

(2) .....

(3) .....

Place :

Date :

Please note that the stipulated time limit for the above service as notified under sub-section (2) of Section 3 of the Meghalaya Right to Public Service shall start from the date on which the application is received complete in all respects by the Designated Officer.

Yours sincerely,

(Designated Officer / Authorised Officer)  
(Office Seal)



**FORM III**  
[See Rule 12]

**Form of appeal to the Appellate Authority.**

Before the .....  
 .....  
 .....(Designation and office address of the Appellate Authority)

Date of Filing the Appeal .....

1. Details of the Appellant:  (i) Name of the person filing the Appeal:  (ii) Address of the person filling the Appeal:  (iii) Mobile Number:  (iv) Email:	
2. Details of the Designated Officer against whom the Appeal is Filed  (i) Name of the Designated Officer and Designation:  (ii) Office Address of the Designated Officer:	
3. Details of public service required:	
4. Stipulated time limit for providing the service:	
5. List of supporting documents to avail the service, if any (To enclose copy as required)	
6. Date of Decision of the Designated Officer and Copy of the Order (To be enclosed):	
7. Grounds of Appeal :  (i) Public services not provided within stipulated time; or (ii) Rejection of Application	
8. Relief sought	
9. Any other information necessary for filling appeal	

**List of Documents enclosed.**

- (1) .....
- (2) .....
- (3) .....

**Declaration**

I, ..... (Name of the Appellant) declare that the particulars given above are true and correct to the best of my knowledge, information and belief.

Date:

Place:

Signature of the Appellant

**FORM IV**  
[See Rule 12]

**Form of appeal to the State Public Service Delivery Commission.**

Date of Filing the Appeal .....

1. Details of the Appellant:  (i) Name of the person filing the Appeal:  (ii) Address of the person filling the Appeal:  (iii) Mobile Number:  (iv) Email:	
2. Date of order of the Appellate Authority and copy of order (to be enclosed)	
3. Date of application produced before Designated Officer for providing service:	
4. Date of acknowledgment and copy of acknowledgement (To be enclosed):	
5. List of supporting documents to avail the service, if any (To enclose copy as required)	
6. Details of public service required:	
7. Stipulated time limit for providing the service:	
8. Date of Decision of the Designated Officer and Copy of the Order (To be enclosed):	
9. Grounds of Appeal :  (i) Aggrieved by decision of the Appellate Authority, or (ii) Designated Officer did not provide the service after direction of Appellate Authority under sub-section 2 of section 6 of the Act	
10. Relief sought	
11. Any other information necessary for filling appeal	

**List of Documents enclosed.**

- (1) .....
- (2) .....
- (3) .....

**Declaration**

I, ..... (Name of the Appellant) declare that the particulars given above are true and correct to the best of my knowledge, information and belief.

Date:

Place:

Signature of the Appellant

**Form V**  
[See Rule 16]

**Register of cases**

**A. To be maintained by the Designated Officer.**

Sr. No.	Date of receipt of application	Date of acknowledgement of the application	Name and address of the applicant	Public service requested	Date of which application /is disposed of / If rejected the reasons thereof. (6)
(1)	(2)	(3)	(4)	(5)	(6)

**B. To be maintained by the Appellate Authority.**

Sr. No.	Date of receipt of the appeal	Date of acknowledgement of appeal	Name and address of the appellant	Public service requested	Date of decision of the Designated Officer	Date on which appeal is disposed of / If rejected the reasons thereof (6)
(1)	(2)	(3)	(4)	(5)		(6)

**C. To be maintained by the State Public Service Delivery Commission.**

Sr. No.	Date of receipt of appeal	Date of acknowledgement of appeal	Name and address of the applicant/ Designated Officer/Appellate Authority	Public service requested	Date on which appeal is disposed of/ If rejected the reasons thereof (6)	Details of fine, if any imposed (7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Schedule I**  
[See rule 17]

Sl. No.	Name of Post	No. of Post	Level of Pay
1	Deputy Secretary	1	(Level-19)
2	Registrar	1	(Level-16)
3	Accountant	1	(Level-11)
4	Upper Division Assistant	1	(Level-11)
5	Lower Division Assistant	2	(Level-8)
6	Stenographer Grade - I	1	(Level-16)
7	Stenographer Grade - II	1	(Level-8)
8	Data Entry Operator	2	(Level-7)
9	Driver	2	(Level-3)
10	Duftry	1	(Level-2)
11	Peon	4	(Level-1)
12	Chowkidar	1	(Level-1)
13	Cleaner	1	(Level-1)

**R. V. SUCHIANG,**  
Additional Chief Secretary to the Government of Meghalaya,  
Personnel & Administrative Reforms (B) Department,  
& Administrative Reforms Cell.

The 14th January, 2021.

**No.PER(ARC)3/2012/Pt. I/ 338** - In the exercise of the powers conferred under Section 3(2) of The Meghalaya Right to Public Services Act, 2020 the Governor of Meghalaya is pleased to notify the Services from various Departments w.e.f 29<sup>th</sup> January, 2021 which are as follows:

Sl. No	Name of Service.	Number of working days for service delivery after receipt of application	Department / Organization.	Designated Official.	Appellate Authority.
1.	<b>Register of Deeds:</b>  1. Deed of Declaration.  2. Sale Deed.  3. Gift Deed.  4. Other Deeds viz. Power of Attorney, Agreement of Sale, Deed of Relinquishment etc.	30 days.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	1. Deputy Commissioner concerned, or Officer specifically authorized by Deputy Commissioner.  2. Deputy Commissioner concerned, or Officer specifically authorized by Deputy Commissioner/ Sub Divisional Officer (Civil).  3. Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner/ Sub Divisional Officer (Civil).  4. Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner /Sub Divisional Officer (C).	1. Principal Secretary / Commissioner & Secretary/ Secretary, Revenue & Disaster Management Department.  2. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.  3. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.  4. Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.
2.	<b>Mutation in undisputed cases / Deletion – Inclusion / Renewal.</b> 1. Mutation case by way of Inheritance. 2. Mutation case by way of Clear Sale. 3. Mutation – Inclusion/ Deletion case.	6 Months.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner / Sub Divisional Officer (Civil).	Principal Secretary/ Commissioner & Secretary / Secretary, Revenue & Disaster Management Department.

Sl. No	Name of Service.	Number of working days for service delivery after receipt of application.	Department / Organization.	Designated Official.	Appellate Authority.
3.	1. Claim of Ration Card for PHH / AAY and NON – NFSA. 2. Correction of name(s). 3. Deletion of name(s). 4. Change of Head of Family. 5. Duplicate card. 6. Transfer from one Shop / Centre to another.	6 Months.	O/O the Deputy Commissioner / Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner / Sub Divisional Officer (Civil).	Principal Secretary/ Commissioner & Secretary/ Secretary, Food Civil Supplies & Consumer Department.
4.	Events. 1. Religious Meeting and Services. 2. Events without selling of Tickets. 3. Events like Concert(s) etc. if there is Selling of Tickets. 4. Events involving use of Drone. 5. Events with temporary construction of Pandal / stage etc. 6. Fete/ Raffle Draw. 7. Trade Fair / Mela. 8. Awareness Programs / Flash Mob / Road Show / Street Play. 9. Fishing Competition. 10. Jumble Sale/ Sale of Work/ Housie game. 11. Car Mela / other events to set up Canopy. 12. Collection Donation/ Procession / Rally/ Marathon / Walkathon. 13. Puja (Other than Durga, Kali, Vishwakarma & Chatt Puja as these requires District level consultations with the Government and Non-Government Authority.	5 days.	O/o the Deputy Commissioner/ Sub Divisional Officer (Civil).	Deputy Commissioner concerned or Officer specifically authorized by Deputy Commissioner /Sub Divisional Officer (Civil)	Additional Chief Secretary/ Principal Secretary/ Secretary Home (Political) Department.



Sl. No	Name of Service.	Number of working days for service delivery after receipt of application.	Department / Organization.	Designated Official.	Appellate Authority.
5.	Registration under Meghalaya Value Added Tax (MVAT) and Central Sales Tax Act.	15 days.	O/O the Commissioner of Taxes.	Commissioner of Taxes.	Commissioner & Secretary/ Secretary, Exercise Registration Taxes & Stamps.
6.	e-Registration (Online application for dealer registration for IMFL products).	15 days.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner of Taxes.
7.	e-Payment of tax for IMFL products, HSD and Petrol.	Instant (through GRAS).	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
8.	e>Returns (online filing of Return for dealer registration for IMFL products).	Instant.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
9.	e – C Forms (online application for C Forms by dealer in IMFL Products, petrol and diesel).	15 days.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Assistant Commissioner of Taxes.
10	e – Dealer profile (for dealer registered for IMFL products).	Instant.	O/O the Commissioner of Taxes.	Superintendent of Taxes.	Commissioner & Secretary Exercise Registration Taxes & Stamps.
11	Issuance of Learner's Driving License.	7 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.
12	Issuance of Permanent Driving License.	30 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.

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13.	Renewal of Permanent Driving License	10 days.	O/O the District Transport Officer.	District Transport Officer concerned.	Commissioner of Transport.
14.	Transfer of Ownership of Vehicle.	30 days.		District Transport Officer concerned.	Commissioner of Transport.
15.	Issuance of Certificate of Vehicle Fitness.	15 days.		District Transport Officer concerned.	Commissioner of Transport.
16.	Issuance of Registration Certificate of Vehicle.	21 days.		District Transport Officer concerned.	Commissioner of Transport.
17.	Implementation of the Food Safety and Standards Act, 2006. 1. Licence for Food Business. 2. Registration for Food Business. 3. Analysis of Food Samples drawn by Food Safety Officers.	1. 60 days. 2. 30 days. 3. 14 days.	Commissioner of Food Safety (Health & Family Welfare Department).	1. Designated Officer/ Licensing Authority. 2. Designated Officer/ Registering Authority. 3. Food Analyst.	Commissioner of Food Safety, Meghalaya, Shillong.
18.	Registration of Cooperative Society.	90 days.	Office of the Registrar of Cooperative Societies.	i. Assistant Registrar of cooperative societies at the District Level; & ii. Sub – registrar of Cooperative Societies at the Civil Sub – Division Level.	Registrar of Cooperative Societies.

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19.	Grant of Fire Safety Certificate	<p>a. After Receipt of Application, Fire Safety Audit / Inspection of the Building / Premises is conducted within 10 days.</p> <p>b. On completion of Fire Safety Audit / Inspection, notice is served to the Owner/ occupier of the Building to adopt and implement the Fire Safety Measures within 60 days.</p> <p>c. 90 days extension of time can be granted by the authority depending upon the satisfied of the work progress. On completion of installation of Fire Safety Measures on the given time, Fire Safety Certificate is issued for a time period of 1 year.</p>	Meghalaya Fire & Emergency Services	Station Officer and above	Superintendent of Police, (F & ES), Meghalaya, Shillong
20.	NOC from Fire Department (prior to commencement of construction activities).	30 days.	Meghalaya Fire & Emergency Services.	Station Officer and above.	Superintendent of Police, (F & ES), Meghalaya, Shillong.
21.	Issue of Non – Forest Land Certificate.	<p>(i) 30 days when the application is in complete form for recommending to the PCCF &amp; HoFF.</p> <p>(ii) 15 days for further rectification of deficiencies and clarification of queries, etc. if any from PCCF &amp; HoFF.</p> <p>(iii) 10 days for final disposal by PCCF &amp; HoFF when the application, document and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above.</p> <p>(iv) 5 days for final disposal by PCCF &amp; HoFF if there is a Need for further Rectification by the DFO at (ii) above, after both the application &amp; relevant documents and replies / clarification are found in order and satisfactory.</p>	Forest & Environment Department.	<p>Divisional Forest Officer.</p> <p>- Do -</p> <p>Principal Chief Conservator of Forests &amp; Head of Forest Force.</p> <p>- Do -</p>	Principal Secretary/ Commissioner & Secretary/ Secretary, Forests & Environment Department.

Sl. No.	Name of Service.	Number of working days for service delivery after receipt of application.	Department / Organization.	Designated Official.	Appellate Authority.
22.	Permission for tree felling under the Meghalaya Tree Felling (Non-Forest Areas) Rules.	<p>(i) 30 days when the application is in complete form for recommending to the PCCF &amp; HoFF.</p> <p>(ii) 15 days for further rectification of deficiencies and clarification of queries, etc if any from PCCF &amp; HoFF.</p> <p>(iii) 10 Days for final disposal by the PCCF &amp; HoFF when the application, documents and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above.</p> <p>(iv) 5 days for final disposal by PCCF &amp; HoFF if there is a need for further rectification by the DFO at (ii) above, after all the application, relevant documents and replies/clarification are found in order and satisfactory.</p>	Forest & Environment Department.	<p>Divisional Forest Officer.</p> <p>- Do -</p> <p>Principal Chief Conservator of Forests &amp; Head of Forest Force.</p> <p>- Do -</p>	Principal Secretary / Commissioner & Secretary / Secretary, Forests & Environment Department.
23.	Tree felling in forest land (Government or private).	20 days after Stage II clearance under FC Act has been obtained.	Forest & Environment Department.	Divisional Forest Officer.	Principal Chief Conservator of Forests & Head of Forest Force.
24.	Permission for tree felling under the Meghalaya Tree (Preservation) Act.	<p>(1) 20 days for final disposal when the application is in complete form or for recommending to the Conservator of Forest(Territorial).</p> <p>(2) 5 days for further rectification of deficiencies and clarification queries, etc if any from Conservator of Forest(Territorial).</p> <p>(3) 10 Days for final disposal by the CF (T) when the application, documents and recommendation of the DFO are complete in all respect and need no further rectification as at (ii) above.</p> <p>(4) 5 days for final disposal by CF(T) if there is a need for further rectification by the DFO at (ii) above, after all the application, relevant documents and replies / clarification are found in order and satisfactory.</p>	Forest & Environment Department.	<p>Divisional Forest Officer.</p> <p>- Do -</p> <p>Conservator of Forest (Territorial).</p> <p>Conservator of Forest (Territorial).</p>	Principal Chief Conservator of Forests & Head of Forest Force.

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25.	NOC for field survey and investigation work for Hydro Project.	(1) 40 days when the application is in complete form for recommending to the PCCF & HoFF. (2) 15 days for further rectification of deficiencies and clarification of queries, etc if any from PCCF & HoFF. (3) 15 Days for final disposal by PCCF & HoFF when the application, documents and recommendation of the DFO are complete in all respect and needs no further rectification as at (ii) above. (4) 5 days for final disposal by PCCF & HoFF if there is a need for further rectification by the DFO at (ii) above, after both the application, relevant documents and replies/ clarification are found in order and satisfactory.	Forest & Environment Department.	Divisional Forest Officer. - Do - Principal Chief Conservator of Forests & Head of Forest Force. - Do -	Principal Secretary/ Commissioner & Secretary/ Secretary, Forests & Environment Department.
26.	Wildlife Clearance through the National Board for Wildlife.	(1) 5 days for pre-examination to check completeness of the application and communication of shortcomings to the applicant. (2) 30 days for processing of an application which is complete in all respect including field inspections. (3) 20 days for processing of application by the Chief Wildlife Warden. (4) 90 days for consultation with the State Board for Wildlife.	Forest & Environment Department. Forest & Environment Department. Forest & Environment Department.	Divisional Forest Officer. Chief Wildlife Warden. Secretary in-charge Forests and Environment Department.	Chief Wildlife Warden. Principal Chief Conservator of Forests & Head of Forest Force. Chief Secretary.
27.	NOC for Installation DG Set.	30 days.	Inspectorate of Electricity.	1. Deputy Electrical Inspector, Tura (If the installation is in Garo Hills region). 2. Deputy Electrical Inspector, Shillong (If the installation is in Khasi Jaintia Hills region).	Senior Electrical Inspector.

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28.	Registration under State Cinema Regulations/ rules.	180 days.	Arts and Culture Department.	Audio Visual Archivist.	Director, Arts and Culture Department.
29.	Permission for Movie Shooting related to State Protected Monument.	180 days.	Arts and Culture Department.	Archaeologist.	Director, Arts and Culture Department.
30.	Travel Agency / Tour Operator (Registration and Renewal).	60 days.	Directorate of Tourism.	Assistant Director, Directorate of Tourism.	Director, Directorate of Tourism.
31.	Mining lease / Composite License / Non-exclusive Reconnaissance Permit.	90 days.	Mining and Geology Department	Joint Secretary to Government of Meghalaya, Mining and Geology Department.	Commissioner & Secretary to Government of Meghalaya, Mining and Geology Department.
32.	Mining Lease for minor minerals.	6 months.	Mining and Geology Department.	D.F.O (Territorial)/ Division Mining Officer.	PCCF & HoFF / Director of Mineral Resources.
33.	Quarry Permits for minor minerals.	15 days.	Mining and Geology Department.	D.F.O (Territorial)/ Division Mining Officer.	PCCF & HoFF / Director of Mineral Resources.
34.	NoC for water abstraction from Central Ground Water Authority/ Relevant Authority.	180 days.	Water Resources Department.	Concerned Executive Engineer (WR).	Chief Engineer (WR).
35.	Certificate of non-availability of water from water supply agency required for NoC for water abstraction from Central Ground Water Authority/ Relevant Authority.	30 days.	Public Health Engineering Department.	Concerned Superintending Engineer (PHE).	Chief Engineer (PHE).
36.	State Excise - Label Registration.	15 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.

Sl. No	Name of Service.	Number of working days for service delivery after receipt of application.	Department / Organization.	Designated Official.	Appellate Authority.
37.	Recommendation of License of Bottling Plant, Distillery, Breweries, Retail / Wholesale, Shops for Liquor at district.	120 days.	E.R.T.S Department.	Deputy Commissioner of concerned districts.	Commissioner of Excise.
38.	Import permit of Liquor (Spirit, Foreign Liquor etc.) for retail licenses.	7 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
39.	Recommendation for Export permit of Liquor (Spirit, Foreign Liquor etc.).	7 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
40.	Transit Permit of Liquor by Individual.	3 days.	E.R.T.S Department.	Assistant Commissioner of Excise/ Superintendent of Excise.	Deputy Commissioner of concerned districts.
41.	Recommendation for Temporary Bar License.	7 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.
42.	Recommendation for Grant of License by Commissioner Office.	30 days.	E.R.T.S Department.	Commissioner of Excise.	Commissioner & Secretary/ Secretary, Excise Registration Taxation Stamps Department.
43.	Import and Export Permit for Wholesale, Hospital etc. of Spirits, Liquor.	7 days.	E.R.T.S Department.	Deputy Commissioner of Excise.	Commissioner of Excise.
44.	Permission for Temporary Bar Licenses.	30 days.	E.R.T.S Department.	Commissioner of Excise.	Commissioner & Secretary/ Secretary, Excise Registration Taxation Stamps Department.
45.	Issue of Fresh Licenses of Manufacturer, Dealer, Repairer in weights and measures.	27 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.

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46.	Renewal of Licenses of Manufacturer, Dealer, Repairer in weights and measures.	14 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
47.	Registration of Manufacturer, Dealer, Repairer in weights and measures.	14 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
48.	Issue of Verification & Reverification Certificate of weights and measures.	30 days.	Legal Metrology Department.	Controller of Legal Metrology.	Secretary to Government of Meghalaya, Legal Metrology Department.
49.	Granting and renewal of Wholesale Drug License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
50.	Granting and renewal of Retail Drug License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
51.	Granting and renewal of Drug Manufacturing License.	90 days.	Health and Family Welfare Department.	Licensing Authority & Controlling Authority.	DHS(MI) in consultation with Administrative Department.
52.	Registration under "The Meghalaya Nursing Homes (Licensing and Registration), Act 1993 and the Meghalaya Nursing Home (Licensing and Registration Rules 2015".	90 days.	Health and Family Welfare Department.	Member Secretary, Meghalaya Nursing Home Licensing and Registering Authority.	DHS(MI) in consultation with Administrative Department.
53.	Registration under PC&PNDT Act, 1994 (Amended, 2003) (For 5 years) & its Renewal.	90 days.	Health and Family Welfare Department.	Director of Health Service (MCH&FW).	Principal Secretary/ Commissioner & Secretary/ Secretary Health and Family Welfare Department.
54.	Registration of schools under Right to Education.	60 days.	Education Department.	District School Education Officer.	Director of School Education & Literacy.
55.	NoC for setting up CBSE School.	60 days.	Education Department.	District School Education Officer.	Director of School Education & Literacy.



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56.	Registration of Contractors for works and services (Roads).	60 days.	Public Works Department.	Deputy Chief Engineer, PWD (Roads).	Chief Engineer, PWD (Roads).
57.	Registration of Contractors for works and services (Buildings).	60 days	Public Works Department	Deputy Chief Engineer, PWD (Buildings).	Chief Engineer, PWD (Buildings).
58.	Road Cutting Permission.	60 days.	Public Works Department.	Deputy Chief Engineer, PWD (Roads).	Chief Engineer, PWD (Roads).
59.	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
60.	Registration under Meghalaya Shops and Establishment Act, 2003.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
61.	Registration/Renewal of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.
62.	Registration/Renewal under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner & Secretary, Meghalaya Building & Other Construction Workers Welfare Board.
63.	Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979.	10 days.	Office of Labour Commissioner	The Deputy Labour Commissioner and The Assistant Labour Commissioner (District Head Office).	Labour Commissioner.

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64.	Business License and Renewal thereof by Shillong Municipal Board.	7 days.	Urban Affairs Department.	CEO, Shillong Municipal Board.	Principal Secretary/ Commissioner & Secretary/ Secretary, Urban Affairs Department.
65.	Obtaining Water Connection from Shillong Municipal Board.	7 days.	Urban Affairs Department.	CEO, Shillong Municipal Board.	Principal Secretary/ Commissioner & Secretary/ Secretary, Urban Affairs Department.
66.	Goods Carriage Permit.	7 days.	Transport Department.	RTA/STA Secretary.	Commissioner & Secretary of Transport.
67.	Grant of license for 'Fair Price Shops' under the relevant act and its renewal.	45 days.	Food Civil Supplies & Consumer Affairs Department.	Concerned Deputy Commissioners/ Sub-divisional Officers.	Director of Food Civil Supplies & Consumer Affairs.
68.	Licenses / Authorizations required for sale / storage of commodities (other than fertilizers).	45 days.	Food Civil Supplies & Consumer Affairs Department.	Concerned Deputy Commissioners/ Sub-divisional Officers.	Director.
69.	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
70.	Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
71.	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.	120 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.

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72.	Registration/ Renewal under The E-waste (Management and Handling) Rules, 2011 (under Chapter III) (effective from May 2012).	120 days	Meghalaya State Pollution Control Board	Member Secretary	Chairman
73.	Registration/ Renewal under Plastic Waste (Management and Handling) Rules, 2011.	90 days.	Meghalaya State Pollution Control Board.	Member Secretary.	Chairman.
74.	Disposal of Grievances through Meghalaya Public Grievances Redress and Monitoring System (MEGPGRAMS).	30 days.	Concerned Department / Office.	Public Grievance Redressal Officer (PGRO) as designated by the concerned Department / Directorate / Office.	Additional Chief Secretary/ Principal Secretary / Commissioner & Secretary / Secretary (as applicable).
75.	Measurement / Demarcation of Land.	106 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner – Revenue.	Principal Secretary/ Commissioner and Secretary / Secretary, Revenue and Disaster Management Department.
76.	Non-encumbrance.	30 days.	Office of Deputy Commissioner.	Sub-registrar.	Registrar.
77.	Cinematograph License & License for Screening a Films (as applicable).	60 days for license. 30 days for renewal.	Office of Deputy Commissioner.	Additional Deputy Commissioner - Municipal.	Commissioner of Division.
78.	NOC required for setting up of explosives manufacturing, storage, sale, transport.	90 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner -Municipal.	Commissioner of Division.
79.	NOC required for setting up of petroleum, diesel & Naphtha manufacturing, storage, sale transport.	60 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner - Municipal.	Commissioner of Division.

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80.	License for Sale of Crackers.	60 days.	Office of Deputy Commissioner.	Additional Deputy Commissioner, Municipal.	Commissioner of Division.
81.	Telecom Infrastructure Approval by various Local Authorities as defined in MTIP 2018 for various Departments including Public Works, Power, Urban Affairs, Forest & Environment etc.	60 days.	Information Technology & Communications.	Senior Informatics Officer I/C Telecom Directorate of IT & C, Government of Meghalaya.	Principal Secretary/ Commissioner & Secretary/ Secretary, Information Technology & Communications Department.

( C. V. D. Diengdoh )  
 Secretary to the Government of Meghalaya,  
 Personnel & A.R. (B) Department (ARC)